|  |  |
| --- | --- |
| Donations | Policy Approved By: Board of Directors |
| Section:  Finance Policies | Date of Approval: Month XX, 2019 |
| Accreditation Issue: | Date of Next Review: Month XX, 2022 |

#### 1.0 Introduction

Quest CHC is registered as a Charitable Institution which permits it to issue a numbered receipt for tax credit purposes to persons making donation to the Centre. Official tax receipts shall be issued in accordance with the regulations set out by the Canada Revenue Agency. A tax receipt, equivalent to the fair market value of a donated good, will be issued for gifts in kind.

#### Scope

Executive Director, and Administrative and Financial Staff.

#### 3.0 Policy/Procedure

1. A permanent record of all financial gifts donated and accepted by the Health Centre shall be maintained. At the minimum each record will include the date the gift was received*,* the full name and address of the donor, the nature of the donation, and the number of the tax receipt issued for the donation.

2. A thank you letter will accompany all tax receipts mailed to donors. This formal acknowledgement shall be made no later than ten working days from the date that the gift was received.

3. Blank tax receipts shall be kept on site and in a secure place. Access to the tax receipts shall be restricted to the Executive Director, Financial Consultant and the Administrative Coordinator.

4. All numbered tax receipts must be accounted for. Spoiled tax receipts shall be marked void and kept in a secure place for a minimum of seven calendar years from the date of the occurrence. A written report will be required whenever a numbered receipt is missing. The report will include the number of the missing tax receipt, the date that the loss occurred, or was discovered, and an explanation of the loss. The report will be signed by the Executive Director.

5. Tax receipts shall not be backdated.

6. A tax receipt shall be issued for each donation in excess of ten dollars. Tax receipts will be issued for lesser amounts if requested by the donor.

7. A reconciliation of donations received, and tax receipts issued, shall be prepared for the annual charity return.

8. The Health Centre will file a Registered Charity Information Return as per the Canada Revenue Agency guidelines. The Registered Charity Information Return will be completed by the Finance Consultant and reviewed and signed by the Executive Director.

9. Documentation supporting the amount reported by the Registered Charity Information Return shall be kept in a safe place for a minimum of seven calendar years from the day that the tax receipt was issued

#### 

#### 4.0 RELATED QUEST FINANCE POLICIES

Fundraising Policy

#### 5.0 RELATED QUEST FORMS

Tax Receipts

Gift Donation Recording Form

#### 6.0 Other References and Additional Information

#### 7.0 Policy Contact

Executive Director